



AMENDED AGENDA FOR THE REGULAR MEETING OF THE FINANCE / PERSONNEL COMMITTEE

Date and Time:

Tuesday, May 14, 2019 **6:15 P.M.**

Location:

City Hall, Committee Room #205, 101 South Blvd. Baraboo

Members Noticed:

Joel Petty, Scott Sloan, Dennis Thurow

Others Noticed:

Department Heads (*agenda only*), E. Geick, B. Zeman, C. Haggard, M. Palm, P. Wedekind, John Alt, Post at Library, & Media, Fire Chief Kevin Stieve



1. **Call Meeting to Order**

- a. Roll Call of Membership
- b. Note compliance with Open Meeting Law.
- c. Approve April 23, 2019 minutes.
- d. Approve agenda.

MEMBERS not attending must notify the Chairperson at least 24 hours before the meeting.

2. **Action Items**

- a. **Accounts Payable** –Review and recommendation to Common Council on paying **\$1,903,764.50 ***
- b. Review and recommendation to Common Council to accept the bid for Asbestos Abatement at 314 Depot Street from Dirt Ducts Cleaning and Environmental, Inc. in the amount of \$10,855.00. *
- c. Review and recommendation to Common Council to purchase land, currently owned by the First United Methodist Church, on behalf of the Baraboo Public Library. *
- d. Review and recommendation to Common Council to accept the 25-foot wide x 1,013-foot (+/-) permanent Storm Easement be obtained from the Sauk County Agricultural Society, Inc. in accordance with the attached Sanitary Easement and Exhibit. *
- Review and recommendation to the City Council to make amendments to §1.10 of the Baraboo Municipal Code relating to the Office of the City Administrator. *
- **Review and recommendation to the City Council to amend the City Administrator's Position Description.***

3. **Information Items**

- City Attorney's report on insurance claims
 - Claim Denial – Donald Dietzen requested approximately \$1,200 for damage to vehicle allegedly due to pothole

4. **Adjournment**

Joel Petty, Chairperson

* Item on next regularly scheduled Common Council Meeting Agenda

AMENDED Agenda prepared by D. Munz & posted on 05/13/2019

PLEASE TAKE NOTICE that any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Municipal Clerk, 101 South Blvd., Baraboo, WI or phone (608) 355-2700, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

FOR INFORMATION ONLY, AND NOT A NOTICE TO PUBLISH

EXHIBIT A to NBR-8

DRAFT - City Administrator Position Description
Showing proposed changes in redline (track changes)

CITY OF BARABOO
Position Description

Class/Title: City Administrator
Grade: Contract
Department: Administration
Reports To: Mayor and Common Council

Created June 2009/ **Updated:** April 2019

GENERAL PURPOSE: The City Administrator is the chief administrative officer of the City. This position is responsible for the administration of the ordinances, services and policies set forth by the Common Council and for the administration of all day-to-day business affairs of the City.

SUPERVISION:

Received: Baraboo operates under a Mayor/Council form of government. Corporate authority to operate the City is vested in the Common Council and the Mayor. The Administrator is responsible for and works under the direction, control, and command of the Mayor, and Council and takes direction from the Mayor.

Exercised: Cooperate with and assist the Police and Fire Commission, Library Board, and Community Development Authority in areas where they are vested with authority by Wisconsin Statutes or the City's Code of Ordinances. Work closely with and through these bodies in the administration of their departments. The Administrator will cooperate with and assist other City officers vested with authority by Statutes and the City's Code of Ordinances to administer and manage within their departments. The Administrator has the powers that are granted pursuant to City Ordinances, resolutions, and directives of the Council and Mayor.

ESSENTIAL PURPOSE, POWERS, DUTIES AND RESPONSIBILITIES: (The duties listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. **Perform these general duties**~~These General Duties:~~

- a. Establish administrative procedures to increase effectiveness and efficiency of City government according to current local government practices.
- b. Work cooperatively with City Boards, Commissions, and Committees and attend their meetings if requested by the Chairperson, Mayor, or a Council member.
- c. Keep informed about federal, state, and county legislation and administrative rules affecting the City. Submit reports and recommendations to Council.
- d. Keep Council and Mayor informed of state and federal law changes impacting the City and that concern federal, state, and county funds available for local programs. Assist Department Heads and Council in obtaining funds.
- e. Represent the City in matters involving legislative and intergovernmental affairs.
- f. Act as the City's public information officer keeping the news media informed.
- g. Establish and maintain procedures to facilitate communications between citizens and City government to resolve complaints, grievances, and other matters.
- h. Promote the public and private sectors.
- i. Provide leadership in the development of short/long range plans; responsible for the planning and program analysis of studies, reports, and recommendations.
- j. Develop procedures, methods, and techniques that meet the City's present and future needs and improve efficiency, effectiveness, and quality of City services and programs.
- k. Implement the administration of day-to-day business affairs of the City.

2. ~~Perform these general responsibilities to the~~ **These General Responsibilities For The Common Council:**
 - a. Attend Council meetings. ~~Assist and assist~~ Mayor and Council in the performance of their duties.
 - b. ~~Attend standing and special meetings if requested by the Mayor or Committee Chair.~~
 - c. ~~Insure~~ **Ensure** that agendas and materials are readied for Council, ~~committee~~ **Committee**, and other meetings.
 - d. ~~c.~~ Assist in preparing ordinances and resolutions as needed.
 - e. ~~d.~~ Keep Mayor and Council informed of ~~position's~~ **Administrator's** activities by issuing oral or written reports.
 - f. ~~e.~~ Oversee management of the Baraboo-Wisconsin Dells **Regional** Airport including all operations under the direct responsibility of the ~~City Clerk/Finance Director~~ **Airport FBO**.
 - g. ~~f.~~ Recommend appointment, promotion, and suspension/termination of Department Heads.
3. ~~Carry out these general personnel related duties~~ **Carry Out These General Personnel Related Duties:**
 - a. Serve as City's personnel officer ~~by seeing that and delegate~~ **personnel tasks as appropriate.**
 - b. ~~Ensure~~ **Ensure** complete and current personnel records, including specific job descriptions for all City employees, ~~are kept.~~
 - c. ~~b.~~ Coordinate and administer City's compensation plan, develop classification and salary schedules, job evaluations, and performance evaluation procedures. Make recommendations to the **Finance and** Personnel Committee and Council.
 - d. ~~c.~~ ~~Monitor and assure compliance with the City's collective bargaining agreements.~~
 - e. Develop and coordinate implementation of high standards of performance for employees.
 - f. ~~Assure~~ **Ensure** that City employees have proper working conditions. ~~and remain up-to-date on best practices for employee safety.~~
 - g. ~~Assure~~ **Ensure** compliance with local, state, and federal laws applicable to employment practices.
 - h. ~~Assist the Personnel Committee, Mayor, and Council in~~ **Conduct** labor negotiations and collective bargaining ~~issues~~ **discussions** and bring agreements to the Council for ratification. ~~;~~ **monitor and ensure compliance with the City's collective bargaining agreements.**
 - i. ~~h.~~ ~~Work with and assist Department Heads to ensure that employees receive job-related knowledge and skill improvements through training.~~
 - j. Carry out directives of the Mayor, ~~and~~ **and** Council, ~~and Personnel Committee~~ except where authority is vested by statute or code in a Board, Commission, or other City office.
 - k. ~~Coordinate~~ **Organize** and conduct status meetings with the Mayor and Department Heads to coordinate programs to keep everyone current on City programs and practices.
 - l. ~~Implement the administration of day-to-day business affairs of the City.~~
4. ~~Assist the~~ **4. Evaluate, at least annually, the job performance of Department Heads of Engineering, Public Works, Water, Sewer, Building Inspection, Emergency Government, Weed Control, Zoning, Forestry, Parks & Recreation, Clerk, and Treasurer—assist Council, Boards, and Commissions in appointment, promotion, and suspension/termination of a Department Head.**
 - m. ~~Ensure~~ **City policies (Employee Handbook, Employee Safety Manual, etc.) are up-to-date and are communicated to City employees.**
 - n. ~~Assist Department Heads~~ with regard to **specific** personnel matters and problem ~~or grievance~~ **resolution:**
 - a. ~~Provide administrative direction, supervision, and coordination for Department Heads and employees in these departments.~~
 - b. ~~With Department Head cooperation, appoint, promote, and suspend/terminate employees below Department Head level.~~
 - c. ~~Evaluate, at least annually, the job performance of Department Heads.~~
 - d. ~~Work to resolve personnel problems or grievances.~~
 - e. ~~Approve~~ **iv. Work with and assist Department Heads to ensure that employees receive opportunities for job-related knowledge and skill improvements through training and approve budgeted Department Head and employee requests to attend conferences, meetings, training schools, etc.**
 - f. ~~Assist these~~ **Department Heads to recruit, train, and evaluate subordinate employees with at least annual performance evaluations.**
 - g. ~~Keep Utility and Parks & Recreation Commissions informed of department activities.~~ **Assist, cooperate, and work with them** **Police and Fire Commission, Airport Commission, Park and Recreation**

Commission, Library Board, and the Community Development Authority with regard to administer and direct personnel matters:

- i. Coordinate and assist with the annual job performance evaluations of their activities. Department Heads (as applicable).
- ii. Seek ~~commission~~ advice and recommendation on personnel policy related matters before implementing material changes.
- h. Responsible for other personnel practices and matters regarding these departments as assigned by the Mayor, Council, or Personnel Committee.
- iii. Make final decisions on the Airport Manager's performance and on the hiring and/or termination of any airport personnel.
- 5iv. Assist, cooperate, and work with Police and Fire Commission, Police Chief, Fire Chief, Library Board, and Community Development Authority, with regard to personnel matters:
 - a. Coordinate and assist these Boards and Commissions with the annual job performance evaluations of their Department Heads.
 - b. Assist Department Heads with resolution of personnel problems or grievances.
 - c. Assist Council, Personnel Committee, and these Boards and Commissions in appointment, promotion, and suspension/termination of a Department Head.
 - d. Assist Department Heads in conducting annual employee performance evaluations.
 - e. Assist Department Heads in appointment, promotion, and suspension/termination of employees below Department Head level.
6. Carry out these ~~budgeting and purchasing responsibilities~~ **Out These Budgeting And Purchasing Responsibilities:**
 - a. In conjunction with and under the direction of the Mayor, Council, and Finance Committee coordinate, assist, and be responsible for the preparation, review, and approval of the annual City Budget in accordance with the City's Council's and Finance Committee's guidelines.
 - b. With In coordination with the City Clerk/Finance Director prepare:
 - i. Prepare and administer an annual budget for the Baraboo-Wisconsin Dells Regional Airport.
 - ii. Administer the Council adopted budget.
 - iii. Perform the duties and responsibilities of Comptroller as set forth in Wisconsin Statutes.
 - iv. Report current financial condition and City's future needs to Mayor and Council. Research; research availability of alternate funding for local projects. Advise; advise the Mayor and Council of how to procure funds. Analyze; analyze and prepare reports on the fiscal impact of proposals.
 - v. Administer and supervise the City's accounting system and insure ensure that the system employs methods in accordance with current professional accounting practices.
 - vi. Monitor revenues and expenditures and maintain debt schedules.
 - vii. Coordinate financial advisors, bond counsel, and rating agencies on debt issues.
 - viii. Serve as City's purchasing agent. Supervise purchasing and contracting for supplies and services, provided it's a budgeted expense and provided Council's procedures and limitations provided by Statutes are followed.
 - j. Execute contracts on the City's behalf when authorized by Council directive or resolution.
 - kix. Coordinate, assist, and approve requests for proposals. Assist; assist Department Heads in the preparation of specifications and scheduling of authorized purchases to coincide with budgetary authorization and cash flow considerations. Analyze; analyze bids with Department Heads and assist in the compilation of bid recommendations for Council approval.
 - lc. Carry out Council actions and directives in conjunction with budgeting and purchasing which require administrative implementation or where directed by the Mayor or Council.
 - md. Responsible for budget and purchasing matters assigned or delegated by the Mayor or Council.
 - e. Execute contracts on the City's behalf when authorized by Council directive, policy or resolution.
5. Peripheral Duties:
 - a. Perform other duties assigned by the Council, Mayor, or City Committees, Commissions, or Boards.
 - 7b. Implement ordinances, resolutions, and directives of the Mayor, Council, and its Committees. Report difficulties encountered and progress/completion to the Mayor and Council.

Peripheral Duties:

- ~~1c. Perform other duties assigned by the Council, Mayor, or City Committees, Commissions, or Boards.~~
- ~~2. Responsible for personnel matters in conjunction with the Council, Personnel Committee, and the Boards and Commissions as assigned by the Mayor or Council.~~
- ~~3. Provide City employees with educational opportunities in areas related to their positions.~~
- ~~4. Insure that all employees receive annual training in bloodborne pathogens, CPR, and other topics that may be used in their day-to-day operations.~~
5. Direct the activities of the Information Technologies Workgroup.
- 6d. Represent the City on ad hoc bodies or at meetings ~~on~~on projects directly affecting the City.

- Desired Minimum Qualifications:
- ~~e. Serve as the manager of the Baraboo-Wisconsin Dells Regional Airport.~~
 - f. Ensure any and all delegated tasks are performed to the highest caliber.

DESIRED EDUCATION, EXPERIENCE AND QUALIFICATIONS:

Must have a degree from an accredited four-year college or university ~~and municipal experience. See more details under Education and Experience, below.~~

Education and Experience:

- ~~0. A Bachelor's Degree from an accredited four-year college or university with emphasis, preferably in the field of management and public administration, or a closely related field.~~
- ~~5.1. Five political science or urban planning and 5 years of municipal experience or other closely related experience.~~ management experience. A Master's Degree in the field of public administration, political science or urban planning is preferred.
2. Experience in municipal planning and urban design.
3. Knowledge of personal computers, computer networks and standard office equipment.
4. Accounting and budgeting experience.
5. Work Experience working with citizens, contractors, engineers, design firms, ~~State, Village, Town, City government~~ officials, etc., including with a diverse (economically, socially and culturally) population and have a proven ability to foster positive and productive working relationships with others.
6. ~~Delegate~~ Comfortable delegating work.
- ~~7. Accept, accepting~~ responsibility and work ~~working~~ independently.
7. Extensive public speaking and presentation experience.
8. Experience with Emergency Management and ICS 100, 200, 300, 400 and 700 certificates.
9. Live within the City ~~which is the site of the airport~~ limits within two years of appointment.

- Necessary 10. Ability to multitask and modify priorities.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

1. Working Knowledge, Skills, and Abilities: ~~Working knowledge of:~~ Of: Fund accounting; computers and electronic data processing, including Microsoft Office Suite, legal; Legal descriptions and documents.
2. Knowledge of Of: State Statutes, particularly Chapter 62 ~~items relating to Cities,~~ of the Wisconsin State Statutes; relating to cities; State Open Meetings and Records Act; Generally Accepted Accounting Principles, accepted accounting principles; Budget ~~Administration~~ administration, and State and Federal Rule 114 relating to airport management.

~~Effectively meet and deal with the public, communicate effectively verbally and in writing, follow oral and written instructions, meet deadlines, attend night meetings when assigned, work under pressure and/or with frequent interruptions, and handle stressful situations.~~

3. ~~Must have:~~ Have: Excellent command of the English language, and reading, spelling, arithmetic, vocabulary, and modern business practices and procedures skills; ability to effectively meet and assist with the public; able to communicate effectively verbally and in writing, follow oral and written instructions, and meet deadlines; attendance at night meetings when assigned; comfort working under pressure and with frequent interruptions, and able to handle stressful situations.

~~Tools and Equipment Used~~ **TOOLS AND EQUIPMENT USED:** Telephone, personal computer (using Microsoft Office Suite), copy machine, fax machine, laser printer, and 10-key calculator. Proficiency with other Microsoft Office Suite applications such as Word, Excel (spreadsheet), are helpful PowerPoint and Outlook. Familiarity with technologically innovative equipment and programs can be beneficial especially because this position needs to be available to address City emergencies even including when out of town or after hours in certain instances.

~~Physical Demands:~~ **PHYSICAL DEMANDS:** *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

.) While performing the duties of this job, the employee is required to sit, talk, and hear. The employee is further required to walk; use hands to finger; handle or operate objects, tools, or controls; reach with hands and arms; and bend and stoop. Therefore, required essential physical abilities would include:

1. Clarity of speech and hearing which permits the employee to communicate well with others and to make effective presentations to small and large gatherings.
2. Sufficient personal mobility as to permit the employee to visit other city, county, state, and private-sector offices and work locations.
3. Able to manage a demanding schedule of early morning and late night meetings. —
4. Able to pass employment physicals including drug testing.

~~Work Environment:~~ **WORK ENVIRONMENT:** *(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* .) Many meetings are off-site and require travel by automobile to locations outside the City in all manner of weather conditions.

~~The noise level in the work environment is moderate; however, due to many visitors and meetings held in the vicinity of Council Chambers, or visits by the public to the Engineering and Building Inspection offices, the noise level can, at times, peak.~~

~~Many meetings are off-site and require travel by automobile to locations outside of Baraboo in all manner of weather conditions.~~

~~Selection Guidelines~~ **SELECTION GUIDELINES:** Formal application, rating of education and experience, oral interviews, reference checks, background checks, and job related testing may be required.

~~The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.~~

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

THE CITY OF BARABOO IS AN EQUAL OPPORTUNITY EMPLOYER

DRAFT - City Administrator Position Description
Showing Proposed changes accepted

CITY OF BARABOO
Position Description

Class/Title:	City Administrator	
Grade:	Contract	Created June 2009/ Updated: April 2019
Department:	Administration	
Reports To:	Mayor and Common Council	

GENERAL PURPOSE: The City Administrator is the chief administrative officer of the City. This position is responsible for the administration of the ordinances, services and policies set forth by the Common Council and for the administration of all day-to-day business affairs of the City.

SUPERVISION:

Received: Baraboo operates under a Mayor/Council form of government. Corporate authority to operate the City is vested in the Common Council and the Mayor. The Administrator is responsible for and works under the direction, control, and command of the Council and takes direction from the Mayor.

Exercised: Cooperate with and assist the Police and Fire Commission, Library Board, and Community Development Authority in areas where they are vested with authority by Wisconsin Statutes or the City's Code of Ordinances. Work closely with and through these bodies in the administration of their departments. The Administrator will cooperate with and assist other City officers vested with authority by Statutes and the City's Code of Ordinances to administer and manage within their departments. The Administrator has the powers that are granted pursuant to City Ordinances, resolutions, and directives of the Council.

ESSENTIAL PURPOSE, POWERS, DUTIES AND RESPONSIBILITIES: *(The duties listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

1. **Perform These General Duties:**

- a. Establish administrative procedures to increase effectiveness and efficiency of City government according to current local government practices.
- b. Work cooperatively with City Boards, Commissions, and Committees and attend their meetings if requested by the Chairperson, Mayor, or a Council member.
- c. Keep informed about federal, state, and county legislation and administrative rules affecting the City. Submit reports and recommendations to Council.
- d. Keep Council and Mayor informed of state and federal law changes impacting the City and that concern federal, state, and county funds available for local programs. Assist Department Heads and Council in obtaining funds.
- e. Represent the City in matters involving legislative and intergovernmental affairs.
- f. Act as the City's public information officer.
- g. Establish and maintain procedures to facilitate communications between citizens and City government to resolve complaints, grievances, and other matters.
- h. Promote the public and private sectors.
- i. Provide leadership in the development of short/long range plans; responsible for the planning and program analysis of studies, reports, and recommendations.
- j. Develop procedures, methods, and techniques that meet the City's present and future needs and improve efficiency, effectiveness, and quality of City services and programs.
- k. Implement the administration of day-to-day business affairs of the City.

2. **Perform These General Responsibilities For The Common Council:**

- a. Attend Council meetings and assist Mayor and Council in the performance of their duties.
- b. Ensure that agendas and materials are readied for Council, Committee, and other meetings.
- c. Assist in preparing ordinances and resolutions as needed.
- d. Keep Mayor and Council informed of Administrator's activities by issuing oral or written reports.
- e. Oversee management of the Baraboo-Wisconsin Dells Regional Airport including all operations under the direct responsibility of the Airport FBO.
- f. Recommend appointment, promotion, and suspension/termination of Department Heads.

3. **Carry Out These General Personnel Related Duties:**

- a. Serve as City's personnel officer and delegate personnel tasks as appropriate.
- b. Ensure complete and current personnel records, including specific job descriptions for all City employees.
- c. Coordinate and administer City's compensation plan, develop classification and salary schedules, job evaluations, and performance evaluation procedures. Make recommendations to the Finance and Personnel Committee and Council.
- d. Develop and coordinate implementation of high standards of performance for employees.
- e. Ensure that City employees have proper working conditions and remain up-to-date on best practices for employee safety.
- f. Ensure compliance with local, state, and federal laws applicable to employment practices.
- g. Conduct labor negotiations and collective bargaining discussions and bring agreements to the Council for ratification; monitor and ensure compliance with the City's collective bargaining agreements.
- i. Carry out directives of the Mayor and Council, except where authority is vested by statute or code in a Board, Commission, or other City office.
- j. Organize and conduct status meetings with the Mayor and Department Heads to coordinate programs to keep everyone current on City programs and practices.
- l. Evaluate, at least annually, the job performance of Department Heads, and assist Council, Boards, and Commissions in appointment, promotion, and suspension/termination of a Department Head.
- m. Ensure City policies (Employee Handbook, Employee Safety Manual, etc.) are up-to-date and are communicated to City employees.
- n. Assist Department Heads with regard to specific personnel matters and problem resolution:
 - i. Provide administrative direction, supervision, and coordination for Department Heads and employees.
 - ii. With Department Head cooperation, appoint, promote, and suspend/terminate employees below Department Head level.
 - iii. Work to resolve personnel problems or grievances.
 - iv. Work with and assist Department Heads to ensure that employees receive opportunities for job-related knowledge and skill improvements through training and approve budgeted Department Head and employee requests to attend conferences, meetings, training schools, etc.
 - v. Assist Department Heads to recruit, train, and evaluate subordinate employees with at least annual performance evaluations.
- o. Assist, cooperate, and work with Police and Fire Commission, Airport Commission, Park and Recreation Commission, Library Board, and the Community Development Authority with regard to personnel matters:
 - i. Coordinate and assist with the annual job performance evaluations of their Department Heads (as applicable).
 - ii. Seek advice and recommendation on personnel policy related matters before implementing material changes.
 - iii. Make final decisions on the Airport Manager's performance and on the hiring and/or termination of any airport personnel.
 - iv. Assist with resolution of personnel problems or grievances.

4. **Carry Out These Budgeting And Purchasing Responsibilities:**

- a. In conjunction with and under the direction of the Mayor, Council, and Finance Committee coordinate, assist, and be responsible for the preparation, review, and approval of the annual City Budget.

- b. In coordination with the Finance Director:
 - i. Prepare and administer an annual budget for the Baraboo-Wisconsin Dells Regional Airport.
 - ii. Administer the Council adopted budget.
 - iii. Perform the duties and responsibilities of Comptroller as set forth in Wisconsin Statutes.
 - iv. Report current financial condition and City's future needs to Mayor and Council; research availability of alternate funding for local projects; advise the Mayor and Council of how to procure funds; analyze and prepare reports on the fiscal impact of proposals.
 - v. Administer and supervise the City's accounting system and ensure that the system employs methods in accordance with current professional accounting practices.
 - vi. Monitor revenues and expenditures and maintain debt schedules.
 - vii. Coordinate financial advisors, bond counsel, and rating agencies on debt issues.
 - viii. Serve as City's purchasing agent. Supervise purchasing and contracting for supplies and services, provided it's a budgeted expense and provided Council's procedures and limitations provided by Statutes are followed.
 - ix. Coordinate, assist, and approve requests for proposals; assist Department Heads in the preparation of specifications and scheduling of authorized purchases to coincide with budgetary authorization and cash flow considerations; analyze bids with Department Heads and assist in the compilation of bid recommendations for Council approval.
- c. Carry out Council actions and directives in conjunction with budgeting and purchasing which require administrative implementation or where directed by the Mayor or Council.
- d. Responsible for budget and purchasing matters assigned or delegated by the Mayor or Council.
- e. Execute contracts on the City's behalf when authorized by Council directive, policy or resolution.
- 5. **Peripheral Duties:**
 - a. Perform other duties assigned by the Council, Mayor, or City Committees, Commissions, or Boards.
 - b. Implement ordinances, resolutions, and directives of the Mayor, Council, and its Committees. Report difficulties encountered and progress/completion to the Mayor and Council.
 - c. Direct the activities of the Information Technologies Workgroup.
 - d. Represent the City on ad hoc bodies or at meetings or projects directly affecting the City.
 - e. Serve as the manager of the Baraboo-Wisconsin Dells Regional Airport.
 - f. Ensure any and all delegated tasks are performed to the highest caliber.

DESIRED EDUCATION, EXPERIENCE AND QUALIFICATIONS:

- 6.2. Must have a degree from an accredited four-year college or university, preferably in the field of public administration, political science or urban planning and 5 years of municipal management experience. A Master's Degree in the field of public administration, political science or urban planning is preferred.
- 2. Experience in municipal planning and urban design.
- 3. Knowledge of personal computers, computer networks and standard office equipment.
- 4. Accounting and budgeting experience.
- 5. Experience working with citizens, contractors, engineers, design firms, government officials, etc., including with a diverse (economically, socially and culturally) population and have a proven ability to foster positive and productive working relationships with others.
- 6. Comfortable delegating work, accepting responsibility and working independently.
- 7. Extensive public speaking and presentation experience.
- 8. Experience with Emergency Management and ICS 100, 200, 300, 400 and 700 certificates.
- 9. Live within the City limits within two years of appointment.
- 10. Ability to multitask and modify priorities.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

- 4. **Working Knowledge Of:** Fund accounting; computers and electronic data processing, including Microsoft Office Suite; Legal descriptions and documents.
- 5. **Knowledge Of:** State Statutes, particularly Chapter 62 of the Wisconsin State Statutes relating to cities; State Open Meetings and Records Act; Generally accepted accounting principles; Budget administration, and State and Federal Rule 114 relating to airport management.

6. ***Must Have:*** Excellent command of the English language, and reading, spelling, arithmetic, vocabulary, and modern business practices and procedures skills; ability to effectively meet and assist with the public; able to communicate effectively verbally and in writing, follow oral and written instructions, and meet deadlines; attendance at night meetings when assigned; comfort working under pressure and with frequent interruptions, and able to handle stressful situations.

TOOLS AND EQUIPMENT USED: Telephone, personal computer (using Microsoft Office Suite), copy machine, fax machine, laser printer, and 10-key calculator. Proficiency with other Microsoft Office Suite applications such as Word, Excel (spreadsheet), PowerPoint and Outlook. Familiarity with technologically innovative equipment and programs can be beneficial because this position needs to be available to address City emergencies including when out of town or after hours.

PHYSICAL DEMANDS: *(The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)* While performing the duties of this job, the employee is required to sit, talk, and hear. The employee is further required to walk; use hands to finger; handle or operate objects, tools, or controls; reach with hands and arms; and bend and stoop. Therefore, required essential physical abilities would include:

1. Clarity of speech and hearing which permits the employee to communicate well with others and to make effective presentations to small and large gatherings.
2. Sufficient personal mobility as to permit the employee to visit other city, county, state, and private-sector offices and work locations.
3. Able to manage a demanding schedule of early morning and late night meetings.
4. Able to pass employment physicals including drug testing.

WORK ENVIRONMENT: *(The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)* Many meetings are off-site and require travel by automobile to locations outside the City in all manner of weather conditions.

SELECTION GUIDELINES: Formal application, rating of education and experience, oral interviews, reference checks, background checks, and job related testing may be required. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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